



Occupant Emergency Plan

United States Department of Agriculture

FOOD SAFETY AND INSPECTION SERVICE

WEST END COURT

1255 22ND STREET, N. W.

WASHINGTON, D.C 20037

EVACUATION PROCEDURES



GSA Building Number: DC0402ZZ



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Occupant Emergency Plan Responsible Officials' Sign-Off Sheet

The signatures below certify the following officials have participated in the development of this Occupant Emergency Plan and fully understand the procedures to be followed in an emergency affecting the facility and personnel for which they are responsible:

Designated Official: **Name:** Donald Edwards
 Signature: _____ **Date** _____

Title: Director, Compliance and Investigation Division, FSIS, FO, DEO

Building Manager: **Name:** Nikiesha L. Cosby - Grubb & Ellis Management Services, Inc.
 Signature: _____ **Date** _____

Tenant Agencies: **Agency:** USDA, Food Safety and Inspection Service, Field Operations
 Ranking Official: Donald Edwards
 Signature: _____ **Date** _____

Agency: United States Department of the Treasury, OIG

Ranking Official: Barry Savill
Signature: _____ **Date** _____

Agency: National Education Goals Panel
Ranking Official: John Masaitis
Signature: _____ **Date** _____

Agency: Treasury Executive Institute, Department of the Treasury

Ranking Official: Marie Bauer
Signature: _____ **Date** _____

Agency: CAIS Internet (Non- Government)
Ranking Official: Michael Mitchell
Signature: _____ **Date** _____

Agency: _____

Ranking Official: _____

Signature: _____ **Date** _____

Physical Security Specialist **Name:** Juan Vargas **Telephone:** 877-402-1395 (Pager)

Signature: _____ **Date** _____

Occupant Emergency Plan

I. Introduction

The U.S. General Services Administration (GSA) is responsible for ensuring the safety and security of all persons while they are on Federal property.

The Federal Property Management Regulations (FPMR) specifically requires GSA to assist Federal agencies in establishing and maintaining an Occupant Emergency Plan for the safety and security of personnel. This document will be the Occupant Emergency Evacuation Plan for all Federal occupants located in the **WEST END COURT BUILDING 1255 22ND STREET, N. W., WASHINGTON, D C 20037.**

II. Outside/Emergency Contacts

A. Police Telephone Numbers

Fire Department/Police:	911
Federal Protective Service:	(202) 708-1111
Local Police Department:	911
Military Police:	911

B. Bomb Threat Disposal

(202) 708-1111 (When calling request the Bomb Squad Unit Specifically.)

C. Hazardous Material Information

CHEMTREC:	(703) 527-3887 (For a Hazardous Material Emergency call 9-911)
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D. Poison Control Center (24 Hours)

(202) 625-3333

E. Medical, Off-Site Hospital

George Washington University Hospital	(202) 994-1000
Ambulance:	911
Emergency Room:	(202) 994-3211
Doctors:	
Paramedical:	

F. Utilities

Environmental Protection Agency (EPA):	(202) 260-2090
Gas: Washington Gas	(703) 750-1000
Electric: PEPCO	(202) 833-7500
Water: WSSC (Emergency)	(301) 206-4002
Telephone: Bell Atlantic	(202) 954-6275

Non-Government Agency Contact Officials 24 Hour Emergency Number

G. Security Officials

In the event of an emergency, the Command Center Team contacts the following Security officials, who provide specialized support for the Command Center Team:

- **Federal Protective Service, Regional Communications Center**
Phone: (202) 708-1111
- **Washington DC Emergency:** 911
- **General Services Administration**
Guard Force: **18th and F Street, Major E. Chase**
202-501-1016
Title: Lieutenant **Name:** G. L. Johnson
Phone: (202) 451-1292 **Home:** (301) 868-4962
- **FSIS/Security Officer:** **Josefine Patterson**
Phone: (301) 504-3998
(7:00 a.m. 4:30 p.m.)
- **Building Security Guard Telephone Number:** **452-1299**
- **Assistant Agency Technical Representative: Robert E. Owens,**
Phone: (202) 418-8843 **Home:** (301) 283-0408
- **Alternate Assistant Agency Technical Representative:**

NOTE: **White Hat** Identifies Command Center Team Officials
Red Hat Identifies Floor Monitors
Blue Hat Identifies Exit Door, Stairwell and Elevator Monitors

H. Damage Control Team

- **GSA Building Manager:** **Don Wilkerson**
Phone: (202) 694-8000
- **Property Manager:** **Nikiesha L. Cosby - Grubb & Ellis Mgt.**
Services, Inc.
Telephone: 202- 331-1054 (T, Th)
202-223-9684 (M,W,F)
202-439-4324 (Emergency Cell Phone)
- **Building Engineer:** **Juan Vargas**
Phone: Pager No. 877-402-1395
- **Emergency Response (MPD and DCF)**
Phone: 911 (24 hours)
- **Federal Protective Service Contact:** **Regional Communications Center**
Phone: (202) 708-1111 (24 hours)
- **FSIS Security Officer:** **Josefine Patterson**
Phone: (301) 504-3998 (7:00 a.m. - 4:30 p.m.)

Note: As necessary, other Damage Control Team Members may be assigned by the Designated Official, GSA Building Manager or Property Manager.

III. Building Information

A. General

- **Building Name:** West End Court
- **GSA Building Number:** DC0402ZZ
- **Address:** 1255 22nd Street, NW
Washington, DC 20037
- **Year Building Completed:** 1989
- **Number of floors:** 7
- **Mezzanine(s):** NA
- **Basement(s):** None
- **Gross Square Foot Floor Area:** 102, 300
- **Net Government Occupied Floor Area:** 40,368 Square Feet
- **Type of Building Construction:** Skeleton Frame/Steel/Concrete/Windows
- **Other Tenants:** CAIS Internet
Embassy of the United Arab Emirates

B. Systems and Utilities - Type and Locations

- **Fire Alarm System and Signals:** ADT
- **Automatic sprinkler system:** All Floors and work areas
- **Voice communications system:** None
- **Elevator Capture and Recall:** When the fire alarm or other fire protection
Systems are activated, the elevators will return

to the first floor and **can only be used by a**

fireman recall key and trained emergency

personnel using the recall key.

- **Smoke detection system:** Duct Detectors, Common Area Smoke Detectors, and other fire protection systems in the Building are as follows: Fire pumps, fire hose standpipe system (for Fire Department uses only).
- **Standpipe System Location:** Stairwells
- **Emergency Lighting, Electrically:** Operated lights are installed in all stairwells, hallways, and office areas. They will remain lit in case of power failure.
- **Security Alarm:** Office space, all exits are alarmed.
- **Power Generators:** One, which supplies emergency power for lighting and other emergency equipment in the building in case of power failure.
- **Main Auxiliary Water Valves:** Mechanical room, first floor.
- **Main Auxiliary Gas Valves:** None, building is all- electric.
- **Main Electrical Cut-Off Switch Location:** Parking Level 1- Switch Gear Room

IV. Occupant Information

Begin with the lowest floor and work upward. Because agencies move, this sheet must be reviewed and updated accordingly.

Primary Occupant Agency: USDA Food Safety and Inspection Service
Number of Federal Occupants: 121
Number of Non-Federal Occupants: 140
Total Number of Occupants: 261

Floor	Occupant	Type of Occupant	Contact/Telephone Number	Uses/Stores Hazardous Material or Other Special Considerations
1 st Suite 100	Treasury/D.D. Pension Project	Non-Government	Mary Liszar 202-254-0077 Mobile: 847-309-8213	
1 st Suite 100	Treasury/D.D. Pension Project	Non-Government	Beth VanOsdol 202-254-0079 Mobile: 202-520-8798	
2 nd Suite 201	USDA FSIS	Federal Government	Peter Kuhmerker 418-8925	
3 rd Suite 300	USDA FSIS	Federal Government	Donald Edwards 418-8874	
4 th Suite	CAIS Internet	Non-Federal Government	Michael Mitchell 715-1865	
5 th Suite 500	Treasury, Treasury Executive Institute	Federal Government	Harriett Bobo 622-9311	
5 th Suite 501	CAIS Internet	Non-Federal Government	Michael Mitchell 715-1865	
5 th Suite 502	National Education Goals Panel	Federal Government	John Masaitis 724-0071	
6 th Suite 600	CAIS Internet	Non –Federal Government	Michael Mitchell 715-1865	
7 th Suite 700	Vacant			

V. COMMAND CENTER INFORMATION

A. Location

- **Primary Location:** First Floor Lobby
Telephone: (202) 452-1292
- **Alternate Off-site Location:** US Army Transportation Agency, White House
1222 22nd Street N.W., Washington, DC 20037
Mr. Leroy Borden, Agency Chief
David Dewald, Sergeant Major
Telephone: 202-757-1467/68

B. Building Command Center Team and Roster

The Command Center Team includes the Designated Official, the Occupant Emergency Coordinator, Floor Monitors, Building Management, and Security Officials responsible for the orderly and efficient operation for emergency preparedness and response for the Building. **The Designated Official serves as the Command Center's Captain.**

Property Manager

Grubb and Ellis Management Services, Inc.	(202) 331-1054 (202) 223-9634 (202) 439-4323 (Cell Phone)
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Building Engineer

Jeff Patton	(202) 331-1054 (202) 439-4324 Cell
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Command Center Captain (USDA, FSIS Designated Official)

Primary	Don Edwards Director, Compliance and Investigation	(202) 418-8874
Alternate	Peter Kuhmerker Director, FAIM Division	(202) 418-8925

Occupant Emergency Coordinator

Primary	Scott Safian Director, Evaluation and Enforcement Division	(202) 418-8872
Alternate	John E. Korona Director, Resource Management and Planning	(202) 418-8928

Lessor Damage Control Coordinator

Primary	Nikiesha Cosby Building Manager	(202) 331-1054
Alternate	Juan Vargas Building Engineer	(202) 331-1054

Lessor Technical Advisor

Primary	Juan Vargas	(202) 331-1054
Alternate		

USDA, FSIS, Security Representatives

Primary	Josefine Patterson	USDA FSIS ASD RPSMS 5601 Sunnyside Ave. Mail Drop 5230 Beltsville, MD 20705-5230	(301) 504-3998
Alternate	Caromen Torrent	USDA FSIS ASD RPSMS 5601 Sunnyside Ave. Mail Drop 5230 Beltsville, MD 20705-5230	(301) 504-3999

USDA, FSIS Safety Representatives

Primary	Robert E. Owens	West End Court Room 320	(202) 418-8843
Alternate	Laurie Segna	USDA FSIS ASD RPSMS 5601 Sunnyside Ave. Mail Drop 5230 Beltsville, MD 20705-5230	(301) 504-4249

Floor Monitors Roster

MONITOR	NAME	OFFICE ACRONYM	FLOOR/ ROOM	TELEPHONE
Primary	Mary Liszar, Project Manager Dept. of Treasury D. C. Pensions Project	Treasury, D. C. Pension Project	First Suite 100	202-254-0077 Mobil: 847-309-8213
Alternate	Bet VanOsdol, Technical Manager			202-254-0079 Mobile: 202-250-8798
Primary	Kenneth Clarke Director, Office of Audit	Treasury, OIG	Second Suite 200	283-1607
Alternate	Chris Heppe Audit Manager			283-1596
Primary	Barry Blumreich Deputy Director, FAIM Division	FSIS, FO	Second, Suite 201	418-8833
Alternate	Edward Cole Chief, FAIM, FAB			418-8824
Primary	Ajibade Ogundipe (AJ) Compliance Specialist	FSIS, FO	Third	418-8895
Alternate	Leonard Uptain Compliance Specialist			418-8894
Primary	Michael Mitchell	CQ Press	Fourth	715-1865
Alternate	Philip Waldo			715-1318
Primary	Marie Bauer Executive Director	Department of the Treasury, TEI	Fifth Suite 500	622-9311
Alternate	Cheri Moore Administrative Officer			622-9311
Primary	John Masaitis Executive Officer	National Education Goals Panel	Fifth Suite 502	724-0071
Alternate	Cynthia Dixon			724-0105
Primary	Pat Steckler	CAIS Internet, Non-Government	Sixth	715-1337
Primary	Gerard Bragg	CAIS Internet, Non-Government	Fifth	715-1727
Seventh Floor Non-Government is not represented at this time.				

Exit Door Monitors Roster

MONITOR	NAME	OFFICE ACRONYM	FLOOR	TELEPHONE
Primary	Mary Liszak	Treasury/D. C. Pension Project	First	202-254-0077
				847-309-8213
Alternate	Beth VanOsdol	Treasury/D. C. Pension Project	First	202-254-0079
Alternate				303-520-8798
Primary	Stuart Browne	FSIS, FO	Second	418-8821
Alternate	Sharon Hudson			418-8935
Primary	Don Rushing	FSIS, FO	Third (East* Exit)	418-8888
Alternate	Dave Lavers			418-8862
Primary	Rick Roloff	FSIS, FO	Third (West* Exit)	418-8868
Alternate	Gwen MacRae			418-8879
Primary	Charlotte Casto	FSIS, FO	Third (Center Exit)	418-8906
Alternate	Dan Vitiello			418-8900
Primary	Michael Mitchell	CAIS Internet, Non- Government	Fourth	715-1865
Alternate	Philip Waldo			715-1318
Primary	Marie Bauer	Department of the Treasury, TEI	Fifth	622-9311
Alternate	Cheri Moore			622-9311
Primary	John Masaitis	National Education Panel	Fifth	724-0071
Alternate	Cynthia Dixon			724-0105
Primary	Michael Mitchell	CAIS Internet, Non-Government	Fourth	715-1865
Alternate	Philip Waldo			715-1318
Primary	Pat Steckler	CAIS Internet, Non-Government	Fifth	715-1337
Primary	Gerard Bragg			715-1727
Seventh Floor Non-Government is not represented at this time.				

* Facing the elevators, the East is to your right and West is to your left.

Elevator Monitors Roster

Monitor	Name	Office Acronym	Floor	Telephone
Primary	Security Guards		First	
Alternate				
Primary	Madge Stone	USDA, FSIS	Second	418-8928
Alternate	Charmaine Benjamin			418-8807
Primary	Mike Miller	USDA, FSIS	Third	418-8864
Alternate	Wayne N. Bossler			418-8858
Primary	Michael Mitchell	CAIS Internet, Non-Government	Fourth	715-1865
Alternate	Philip Waldo			715-1318
Primary	John Matsaitis	National Education Goals Panel	Fifth	724-0105
Alternate	Cynthia Dixon			724-0071
Primary	Michael Mitchell	CAIS Internet, Non-Government	Fourth	715-1865
Alternate	Philip Waldo			716-1318
Primary	Pat Steckler	CAIS Internet, Non-Government	Fifth	715-1337
Alternate	Gerard Bragg			715-1727

Stairwell Monitors Roster

MONITOR	NAME	OFFICE ACRONYM	FLOOR	STAIRWELL	TELEPHONE
Primary	Nitin Thaker	FSIS, FO	Second	West Wing	418-8936
Alternate	Robin Pearson				418-8816
Primary	Walter Menz	FSIS, FO	Second	East Wing	418-8832
Alternate	Frank Nunez				418-8820
Primary	Security Guards		Second	East Wing Dock Exit	
Primary	Michael Gabriel	FSIS, FO	Third	East* Wing	418-8869
Alternate	Carlos Torres				418-8856
Primary	Miquel Figarello	FSIS, FO	Third	West* Wing	418-8871
Alternate	Bill Law				418-8879
Primary	Alvin Fugh	FSIS, FO	Third	South	418-8857
Alternate	Robert Owens				418-8843
Primary					
Alternate					
Primary					
Alternate					
Primary	Michael Mitchell	CAIS Internet, Non-Government	Fourth	East Wing	715-1865
Alternate	Philip Waldo				715-1318
Primary	Marie Bauer	Department of the Treasury, TEI	Fifth	West Wing	622-9311
Alternate	Cheri Moore				622-9311
Primary	John Masaitis	National Education Goals	Fifth	East Wing	724-0071
Alternate	Cynthia Dixon				724-0105
Primary	Michael Mitchell	CAIS, Internet, Non-Government	Fourth	East Wing	715-1726
Alternate	Philip Waldo				715-1318

* Facing the Elevator the East Stairwell is on your right and the West Stairwell is to your left.

VI. Emergency and Evacuation Procedures

A. General Guidelines

Emergencies and/or evacuations may result from situations such as sudden illness, severe weather, natural disasters, explosions, fire, and bomb threats. The Command Center Team and building occupants must be alert to the unique circumstances of each emergency, and be ready to take action or follow instructions as the situation warrants.

- **Medical Emergency**

1. Notify FPS.
2. Report details of emergency to Control Center Operator.
3. Keep area clear of bystanders for emergency personnel.

- **Tornado/Severe Weather**

1. Walk to the nearest interior corridor/room without windows, basement or designated area.
2. Follow directions of the Emergency Response Team.
3. Wait for an **ALL CLEAR** announcement before returning to your work area.

- **Natural Disaster/Explosion**

1. Take cover under desk, tables, or other strong platform that will provide protection from flying glass or debris.
2. Notify FPS, if possible.
3. Follow the directions of the Emergency Response Team.
4. Evacuate the area if necessary.
5. Wait for an **ALL CLEAR** announcement before returning to your work area.

- **Fire**

1. Close all doors to confine fire and spread of smoke.
2. Activate nearest fire alarm.
3. Alert co-workers and visitors in the area of the fire.
4. Notify FPS.
5. Follow directions of the Emergency Response Team.
6. Evacuate the floor as directed.

- **Telephone Bomb Threat**

1. Obtain as much information from the caller as possible (follow bomb threat form).
2. Notify FPS.
3. Notify your Manager or Floor Monitor ASAP.

- **Bomb Threat**

1. Beginning at one end of your work area, look high and low (not just at eye level) for anything out of the ordinary then advance to the opposite end of your work area.
2. **DO NOT** open, touch, or move any suspicious package.
3. If suspicious package is located, inform the Emergency Response Team Member present.
4. Follow directions of the Emergency Response Team to evacuate.

B. Persons Authorized to Order Evacuation

- **Designated Official:** Donald Edwards
Alternate: Peter Kuhmerker
- **Occupant Emergency Coordinator:** Scott Safian
Alternate: John Korona
- **Police Department:** District of Columbia
- **Fire Department:** Official in Charge
- **Federal Protective Service:** Official in Charge
- **Lessor's Representative:** Nikiesha L. Cosby (Building Manager)

C. Building Re-Entry

- **Method of recalling employees:** The Command Center Captain will recall the employees by sending someone to the assembly areas or by cell phones.
- **Building entry control method:** The Floor Monitors will coordinate the reentry procedure.

VII. Building Evacuation Signals and Instructions

Follow the instructions from your supervisor, Floor Monitors, Federal Protective Officer, or the Designated Official. If instructed to evacuate the building, do not use the elevator. Move quickly to the nearest exit and leave the building. Observe these instructions:

To initiate an evacuation for situations **OTHER THAN BOMB THREATS**, go to the fire alarm system (bells), installed in the building located by each stairway, on each floor, and pull down the red handle of the station.

Note: The interior local Alarm System installed in this building is not connected with the Municipal Fire Department.

A. When the fire alarm (bell) is activated

1. The Command Center Team will immediately coordinate evacuation of the building. The occupants will leave the building swiftly and safely using stairwells and exits as directed. **Do not use elevators, and do not refuse to evacuate.**
2. **Go to designated assembly location and await further instructions:**
 - a. If using the front exit, cross 22nd Street, go through the court on the left side of Embassy Suites. Go up the steps and congregate in the court between the two buildings. There is plenty of room. We have permission from Ray Bowman, Westbright Building Manager and Dexter Jordan, Embassy Suites Manager.
 - b. If using the east dock exit, go on Ward Place and to the corner of Ward Place and New Hampshire Ave.
 - c. If using the south side stairway exiting to Ward Place, turn left and proceed on Ward Place to New Hampshire Ave. Wait at the corner of Ward Place and New Hampshire Ave.

B. When the fire alarm has not been activated

- The Command Center Team will deal with each non-fire emergency according to the circumstances, and direct a partial evacuation or take other steps; and,
- Occupants will follow the Command Center Team's instructions for partial evacuation of the building or action as appropriate.

C. Building Re-entry

When it is safe to return to the building, the Occupant Emergency Coordinator will direct members of the Command Center Team and Exit Monitors to inform the employees in their areas. Federal Protective Officers, Contract Guards, and/or Floor Team Members as required will control building re-entry.

D. Fire Drills

1. Drill Schedule/Dates

Fire drills are scheduled to take place at a minimum of once a year. Additional drills may be scheduled at the option of the Designated Official or Property Manager.

2. Coordination

All fire drills must be coordinated through USDA, FSIS Security (National Office). Security personnel will make the necessary contacts with Emergency Personnel, Building Personnel, GSA, and Property Manager.

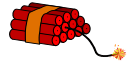
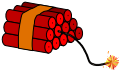
E. Fire or Smoke Emergency Notification

The following procedures are to be used by Floor Monitors in the event of a fire and the need to evacuate the building.

- Sound building alarm located near the stairwells. **Interior local Alarm System installed in this building is not connected with the Municipal Fire Department.** The alarms are for evacuation purposes only. In case of fire pull the interior alarm station, following the instructions on the face of the alarm box. Call the **Fire Department. Telephone 911.**
- Call Fire Department : 911
- Notify Designated Official: 202-418-8896
- Notify Building Manager: 703-737-1341
- Notify Federal Protective Service: 202-708-1111
- Assist Fire Department.
- Close windows and doors (Do not lock).

F. Suspicious Package/Bomb Threat Emergency Notification

- Designated official announces to the occupants on the affected floors/areas that a suspicious/unidentified package has been found and initiates a non-fire alarm building evacuation.
- Occupants are to follow monitors' instructions for evacuation and relocation. (i.e., what areas to avoid, etc.)
- Occupants are instructed to use the stairwells and not use the elevators.
- Designated official notifies the occupants of the unaffected floors/area if the evacuated occupants are being relocated to their area.
- **Do not pull fire alarm.**
- **Do not touch any Suspicious Packages!**
- Occupants remain at the designated relocation area(s) until otherwise notified.



VIII. Bomb Threat Procedures

Always take bomb threats seriously. You will not be required to search for a bomb. You should report anything suspicious. You should know your personal office and the general surroundings so you will recognize any unusual object. Do not touch any suspicious objects. Report them immediately to the Federal Protective Service. Bombs are not necessarily placed in briefcases.

Whenever a bomb threat is received, the following responsibilities and procedures will apply. If a decision is made to evacuate because of a bomb threat, **DO NOT ACTIVATE THE FIRE ALARM SYSTEM.** If you are instructed to evacuate for an indefinite time, follow your Agency's policy for such an occasion.

A. Command Center Team

Designated Official/Occupant Emergency Coordinator

- Go to Command Center and activate Command Center Team. Verify Federal Protective Officer's notification/response.

Floor Monitor

- Go to the Command Center, activate appropriate Floor Teams, and inform other Floor Teams.

Damage Control Coordinator

- Go to Command Center and activate Damage Control Team.

Medical Coordinator

- Go to Command Center.

Administrative Officer

- Go to Command Center and record activities.

B. Floor Teams/Affected Floor

Floor Monitors

- Initiate evacuation/relocation, supervise and verify evacuation, and report to Command Team Captain.
- Evacuate/relocate occupants. Inspect area to ensure total evacuation. Verify status of disabled occupants.

Stairwell Monitors

- Inspect stairwell, exit routes, and report to floor Monitor. Direct occupants to designated safety area.

Elevator Monitors

- After evacuation, stop and hold elevators and assist emergency units. Report to First Floor Monitor.

Exit Door Monitors

- Control building access and keep people away from building perimeter.

C. Floor Teams/Unaffected Floors

- Control occupant movement according to instructions from Command Center.

D. Damage Control Team

- Search assigned areas including maintenance, storage, outside, and rooftop areas.

E. Bomb Threat by Telephone Data Sheet

This questionnaire is provided so the people receiving the bomb threat via telephone can collect as much information as possible. The information will be used to assist the law enforcement agency in identifying the caller and locating the alleged bomb. Remain calm when receiving a bomb threat and record as much information as possible. **This is extremely important.**

Exact time of call _____ Date: _____

Exact words of caller _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. If yes, Why? _____
8. From where are you calling? _____
9. What is your address? _____
10. What is your name? _____

Caller's Voice (circle)

Accent	Angry	Broken	Calm	Crying
Deep	Disguised	Excited	Giggling	Lisp
Loud	Nasal	Normal	Rapid	Sincere
Slow	Slurred	Squeaky	Stressed	Stutter

If voice is familiar, whom did it sound like? _____

Was there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Reported call immediately to: _____ (Responsible Authority, i.e., Supervisor, Floor Monitor, etc.)

IX. Handling of the News Media

All inquiries from the news media should be directed to USDA's Food Safety and Inspection Service appointed Public Affairs spokesperson. All other persons should be instructed not to discuss the situation with outsiders, especially the news media.

The purpose of this provision is to furnish the news media with accurate information only from responsible informed sources.

X. Responsibilities of Command Center and Security Personnel

The Command Center Team directs all emergency operations from the building's Command Center. Special arrangements must be made to get team members from their workstations to the Command Center and for quick notification of team members of an emergency.

Not all emergencies will require a full building evacuation. Hostage situations, hazardous materials, medical emergencies, etc. may only require a partial evacuation. The Designated Official is responsible for determining when the building will be evacuated, whether the evacuation will be full or partial, and the means of evacuation, that is, sound the general alarm, call the Floor Monitors to activate the floor team in a specific area.

People designated "Alternates" to a position, will perform in place of the primary person.

A. Designated Official/Alternate

- Directs development, implementation, and maintenance of the Occupant Emergency Plan.
- Selects and provides training for emergency staff, including a damage control team.
- Coordinates emergency plan with all tenants.
- Disseminates information about the Occupant Emergency Plan responsibilities.
- Directs emergency operation.
- Makes decisions on evacuations and determines if the building should be closed to the occupants because of the emergency.
- Identifies and establishes working relationships with Federal, state, and local agencies that might respond to an emergency in the facility.
- Initiates activities to prepare occupants for emergencies and informs them of procedures.
- Serves and/or appoints a Command Center Captain.

B. Command Center Captain

- If not the Designated Official, reports to Designated Official.
- Controls planned movement and other activities during an emergency.
- Contacts floor team members in an emergency.
- Summarizes findings in the review form submitted by each Floor Monitor and submits findings to Occupant Emergency Coordinator.
- Provides direction to, and receives information from Damage Control Team, Medical Coordinator, Federal Protective Service, and Guard Service.

C. Occupant Emergency Coordinator

- Assists Designated Official as directed, and acts as Designated Official in the absence of that person and his/her alternate.
- Determined source and severity of emergency.
- Provides operational direction during emergencies through instructions to Floor Monitors.
- Serves as liaison between Designated Official and other members of the Command Center Team.

D. Damage Control Coordinator
(Lessor May Have A Person on Site)

- Assists Occupant Emergency Coordinator with matters of utilities and other facility support.
- Takes appropriate action concerning utilities, fire protection and other building equipment.
- Maintains emergency call list for utilities and hazardous substances.
- Directs Damage Control Team activities.
- Provides information and advice to the Occupant Emergency Coordinator about the building and the operation of its mechanical systems.

E. Medical Coordinator (if on-site)

- Assists the Occupant Emergency Coordinator.
- Identifies available emergency medical services.
- Maintains first aid equipment.
- Arranges for CPR, first aid, and other paramedical help.
- Maintains list of personnel with CPR and paramedical training.

F. Technical Advisors (including Property Manager and Security Officials)

- Works with the Occupant Emergency Coordinator.
- Provides information about the building and the operation of its electrical and mechanical system.
- Provides advice on security and law enforcement.
- Serves as liaison with federal and local enforcement agencies.

G. Federal Protective Service (202) 708-1111

- Provides advice and assistance to the Command Center Team.
- Assists in controlling building population during evacuation and re-entry.

H. Guard Supervisor

- Assists the Command Center Team.
- Notifies guards on duty to control entrance/exit as necessary.
- Reports developments to the Command Center.
- Provides other assistance to Command Center Team within the scope of his post orders.

Note: Messengers may be assigned to augment communications system.

XI. Responsibilities of Floor Teams

Occupant Emergency Plans are, for the most part, carried out by the Emergency Response Team (ERT) assigned to each facility. The facility's Floor Team includes Floor Monitors, Stairway Monitors, Elevator Monitor, Exit Monitors, and Buddies assigned to assist disabled occupants.

A. Floor Monitors

- Directs tenants toward the proper evacuation route
- Activates alarm (if not done) **for Fire Emergencies Only**. Maintains communication with Command Center during an emergency; provides progress reports on evacuations; notifies Command Center when floor is completely cleared.
- Goes to assigned floor control point (elevator or stairwell). Coordinates the efforts of other ERT members. Record name and room number of anyone who refuses to evacuate, but do not delay in clearing area.
- Notifies the Command Center Captain of the location of any physically challenged people on the floor needing help evacuating.
- Notifies Command Center Captain or other responsible personnel when floor is clear, then leaves the building.
- Verifies that all persons have vacated the floor.
- After final inspection of the floor, proceeds to the work area.
- Marks office doors (using post-it notes, masking tape, etc.) to confirm evacuation has been completed.
- Waits for **ALL CLEAR** announcement before returning to the work area.

In preparation for an emergency, the Floor Monitor will:

- Provide GSA Property Management with the names, telephone numbers, and room numbers of ERT members, disabled personnel, and buddies assigned to disabled personnel.
- Designate exact boundaries of floor areas and assign responsibilities for these areas. Contact the FSIS Security Officer at (301) 504-3998 and FSIS Safety Officer at (301) 283-0408 Room 215.
- Assure the evacuation routes are clearly identified and posted on the bulletin boards and that corridor intersections and office exits are known to occupants.

B. Stairwell Monitors

During an emergency requiring an evacuation, the Stairwell Monitor will:

- Inspect stairwell for obstructions (i.e. smoke, fire, debris, etc.)
- If obstructed, direct persons to another stairwell
- Control movement of persons in the stairwells
- Most importantly, instruct persons to stay to the **RIGHT**, in a single file, to allow access for emergency personnel on the left
- Mark the stairwell door (using post-it notes, masking tape, etc) to confirm evacuation is complete
- Once evacuation is confirmed, close the stairwell door and proceed to the evacuation assembly area
- Prohibit re-entry into the stairwell, from the evacuation assembly area, until an **ALL CLEAR** announcement has been issued by emergency personnel

C. Exit Door Monitors

- Reports to assigned exit. Makes sure it is open and clear.
- As occupants begin using the exit doors, moves outside and directs people to move away from the building. Keeps the exits clear so those that are still in the building will be able to get out quickly, and emergency personnel will be able to get in.
- When building is cleared, closes the doors and moves away from the building.
- Notifies all occupants in their area when the “**all clear**” is announced. *The Command Center Captain or other responsible official will make this announcement.*

Note: When the “**all clear**” is announced, occupants may re-enter the building via doors normally covered by guards.

D. Elevator Monitors

- Reports to assigned elevator.
- Assists in the evacuation by announcing, “The building is being evacuated. This elevator is not in use. Please leave by the nearest stairway or at the direction of the stairway monitor.”
- Assists by directing the occupants to the nearest stairway to be used.
- Notifies Floor Monitor and the Command Center Captain if aware of any physically challenged people needing assistance from the Fire Department.
- Once evacuation is complete, proceeds to the evacuation assembly area.

Elevator Entrapment Procedures.

If a power failure occurs or other types of emergencies where elevator service is interrupted and passengers are trapped, the Floor Monitor(s) must:

- Check the elevators on their respective floors for trapped passengers;
- Advise trapped passengers to remain in the car away from the doors and wait for assistance; and
- Notify the appropriate personnel (Chief Engineer and/or rescue personnel) through the Command Center Team.

E. Buddies Assigned to Disabled Personnel

- Determines the location of assigned disabled person.
- Escorts the employee to a safe designated area or uses the designated stairway for evacuating disabled personnel.
- Informs the Stairway Monitor and Floor Monitor if additional assistance is needed.
- Reports to Floor Monitor when the employee has evacuated.
- Exits the building with the employee and remains with the employee until he/she can re-enter the building or other instructions are received.

In preparation for an emergency, the Buddy will become familiar with the:

- Work location of their assigned disabled employee.
- Limitations of their assigned disabled employee.
- Most efficient (and alternate) route to the evacuation assembly area.

Important Notes:

- In the case of a **hearing impaired person**, the assigned Buddy shall inform the person of an alarm or other emergency situation, escort the person to the designated safe location and remain with him/her until they re-enter.
- In the case of a **visually challenged person**, the assigned Buddy will escort the person to the nearest safe stairway exit and remain with the person in the designated safe location until they re-enter the building.
- If a physically **challenged person** is confined to a wheelchair or uses crutches, the assigned Buddy will escort the person to the nearest safe stairway and remain with the person until help arrives or other information is received about the emergency.

XII. Responsibilities of Managers, Employees, Damage Control Team, Assistant Agency Technical Representative, and Non-Government Officials

A. Managers

- Takes an active role in getting people to exit work area.
- Counsels or delegates someone to counsel new employees about the Emergency Evacuation Plan.
- Assures that all employees are familiar with and cooperates in the execution of the Occupant Emergency Plan.

- Assigns a monitor to new employees with disabilities and provides to the Occupant Emergency Coordinator their names, locations, phone numbers, and type of condition warranting assistance.
- Reports all temporarily disabled persons, i.e., broken leg, pregnant, etc., to the Occupant Emergency Coordinator.
- Reports to the Occupant Emergency Coordinator any changes involving personnel assigned to evacuation duties.
- Assists in informing employees to go to the designated assembly area.

B. Employee

- Knows the location of all emergency exits and knows which exit to use in an emergency.
- Does not attempt to use the elevator during an emergency evacuation.
- Responds to each emergency alarm and proceeds to the appropriate stairway within two minutes after the initial alarm.
- Cooperates with the Stairwell Monitor to minimize backups in the stairwell.
- Moves quickly away from exit doors and goes to the designated assembly area.
- Temporarily acts as Stairwell Monitor or Buddy to a disabled employee if requested by a member of the Floor Team.
- Knows the Buddies assigned to assist permanently and temporarily disabled personnel. Asks any Floor Team member for assistance.
- Goes to the designated assembly area.

C. Damage Control Team

The Damage Control Team (DCT) consists of the Property Manager and other people familiar with the facility's construction, equipment, and overall operating system. Team members report to the Damage Control Coordinator (Property Manager or other representative). The Property Manager maintains direct communications with the **Command Center Captain** located at the **First Floor Lobby** or other alternate site.

It's DCT job is to control dangerous conditions until further help arrives, from the **District of Columbia Fire Department**, and to assess potential and real damage. Duties may include, but are not limited to:

- Advises and assists in initiating fire suppression or confinement.
- Assists emergency response personnel.
- Disconnects utilities or equipment as appropriate.
- Makes emergency repair(s) as appropriate.

D. Assistant Agency Technical Representative (AATR)

The AATR serves as a liaison for maintaining mutual understanding between the Security Guards, Building Occupants, and GSA. The AATR is the only Building Occupant with the authority to change the Security Guard's orders or to remove a Guard from a post. If a Security Guard is observed to be negligent in duty, such as allowing unauthorized persons passage to the Building, failing to check identifications or packages, the issue should be brought to the AATR's attention for appropriate action.

E. Responsibilities of Non-Government Officials

All Non-Government Officials will be responsible for the evacuation of their assigned space. When evacuation has been completed, they will be responsible for notifying the Command Center at the First Floor. If a Non-Government Official chooses not to evacuate their space during an emergency or fire drill, it will be their responsibility to notify the Command Center at the First Floor Lobby Guard Station.

Disabled Personnel and Assigned Buddy Roster

Pamela D. White (Uses crutches to walk) **3rd** **322** **202-418-8920**

Disabled Person	Floor	Room	Telephone
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Felicia White **202-418-8840**

Buddy	Telephone
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Ruth Holt **202-418-8855**

Alternate Buddy	Telephone
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Disabled Person	Floor	Room	Telephone
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Buddy	Telephone
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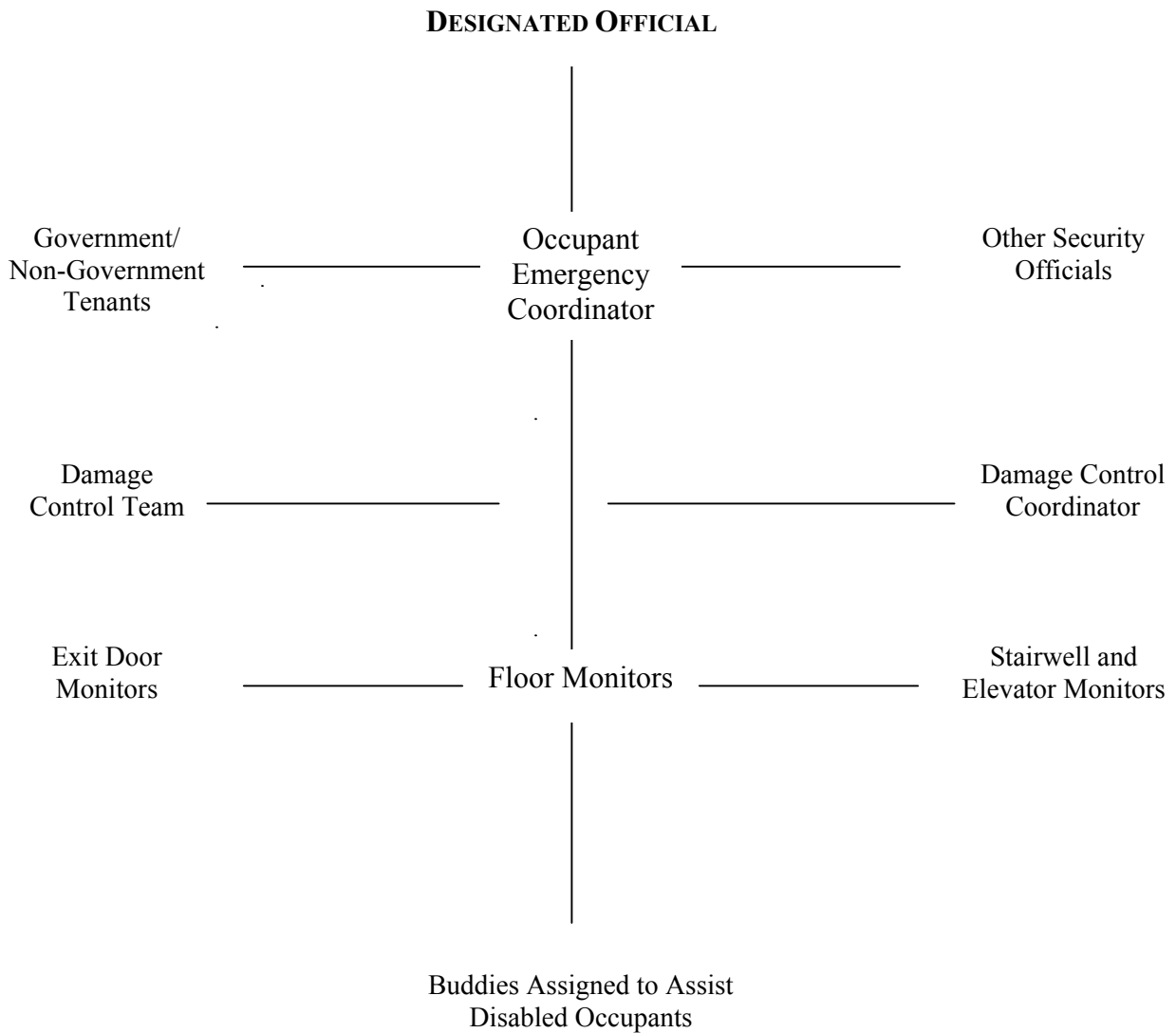
Alternate Buddy	Telephone
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Disabled Person	Floor	Room	Telephone
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Buddy	Telephone
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Alternate Buddy	Telephone
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Organizational Chart for Occupant Emergency Plan



Building Floor Plans